

DUTY STATEMENT

Agency: XYZ Agency

Program: Teen Pregnancy Prevention Program (I&E)

Program Position: Health Educator Full Time: 100% FTE

Reports to: Program Manager

Position Purpose:

The 100% FTE Health Educator will work under the direct supervision of the Program Manager to implement the Teen Pregnancy Prevention Program (I&E) workplan. The Health Educator will be responsible for local data collection activities, local data entry, assist in CPI and other evaluation activities. The Health Educator will make referrals to Family PACT providers/Medi-Cal services, and assist in the development of referral mechanisms. This position's core responsibility is to implement the TPP curriculum which includes conducting informational outreach education presentations.

Principal Responsibilities:

1. Conduct outreach presentations alone or in tandem with the Health Educator Assistant, providing information regarding teen pregnancy prevention; and provide information & referrals to access Family PACT/Medi-Cal providers, medical care and services to youth in schools and alternative school sites.
2. Co-facilitate outreach educational presentations for significant adults, parents and caregivers and provide referrals to Family PACT/Medi-Cal services.
3. Arrange and plan logistics to implement program related outreach and education activities via email or phone.
4. Meet with teachers, counselors and parents to promote program and recruit program participants.
5. Meet with school administrators, teachers or counselors to distribute TPP curriculum and provide permission slips.
6. Input local program data into a computerized system.
7. Assist with progress reports or other program reports, as directed.
8. Maintain all clients and program forms and filing in a confidential and organized manner.
9. Participate in trainings (on Family PACT/Medical services, referral system, referral tracking mechanism, outreach strategies, reproductive health care, and etc.), staff meetings, and collaborative alliance meetings as scheduled.
10. Review outreach education materials and curriculum as indicated by Program Manager.
11. Collaborate with Family PACT providers and/or other Medi-Cal providers to increase access to care and services for program participants.
12. Prepare materials for use in outreach presentations.
13. Disseminate outreach/referral materials such as flyers, brochures, clinic cards, etc.
14. Review literature & research regarding teen pregnancy prevention to tailor program to participant needs and identify strategies to increase access to care and services.
15. Administer surveys, local and state, pre- and post-tests as indicated by Program Manager.
16. Assist youth in completing the client eligibility form for Family PACT/Medi-Cal services either one-on-one or in group settings.
17. Conduct one month follow-up to determine if youth participants access services.
18. Assist Program Manager with the clinic tours for youth providing information on services available through Family PACT/Medi-Cal.
19. Participate in program planning activities as directed by Program Manager.
20. Complete Time Study Documentations as assigned.
21. Other duties as assigned.

Requirements:

1. Bachelor's degree in Health Education or related field, or equivalent teaching experience.
2. Experience working with youth from diverse socio-economic, ethnic, and cultural backgrounds.
3. Ability to work independently as well as with a team.
4. Ability to develop rapport and maintain professional conduct with youth, co-workers, teachers, and site administrators, other agencies, etc.
5. Current Teen Pregnancy Prevention, HIV/AIDS and/or other STI's knowledge and/or working experience.
6. Working knowledge of data entry, and computer skills.
7. Current California Drivers License and ability to drive to distant program site(s) and to/ from the office.
8. Must be professional, detail oriented and know how to follow-through with assigned tasks.
9. Must be committed to the program and able to work independently.
10. Complete the Basic Family Planning Health Worker Certification course.
11. Excellent written and verbal communication skills.